National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

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Processing Retirement Documents (RETIRE)

PUBLICATION CATEGORY
Retirement Processing

PROCEDURE MANUAL
Processing Retirement Documents (RETIRE)

Table of Contents

Latest Update Information

The following changes have been made to the Processing Retirement Documents (RETIRE) procedure:

Section	Description of Change
RETIRE Procedure Manual	Procedure document has been updated throughout to be accessible with assistive technology according to Section 508 of the Rehabilitation Act.

Overview

In April Prior to 1984, most Federal employees in career appointments were covered by the Civil Service Retirement System (CSRS). The Social Security Amendments of 1983 required that newly-hired Federal employees become covered by Old Age, Survivors, and Disability Insurance (OASDI), for which deductions were withheld. Because there was not yet another retirement plan in place, these employees also paid into CSRS at a reduced rate. This system which combined CSRS and Social Security was called CSRS-Interim Retirement System and existed from 1984-1986. In addition to covering newly hired employees, CSRS-Interim also covered rehired Federal employees who returned to employment after a break in service for more than 1 year. On January 1,1987, the Federal Employees Retirement System (FERS) was implemented. At that time, the CSRS-Interim System became known as the CSRS-Offset Retirement System. On January 1, 2013 seven new codes were implemented to FERS and the Foreign Service Pension System (FSPS) to accommodate the legislatively mandated Revised Annuity Employees (RAE). In April 2014, seven new alphanumeric plan codes were added to FERS to accommodate the employees and members of Congress who will be covered under FERS as Further Revised Annuity Employees (FRAE) as detailed in the Office of Personnel Management's (OPM) Benefits Administration Letter (BAL) 14-102.

This section includes the following topics:

Responsibilities

The Agency personnel office is responsible for the following:

- Ensuring that age and service requirements are met according to:

  - Title 5 of the United States Code, Chapter 83 and 84

  - The CSRS and FERS Handbook for Personnel and Payroll Offices

  - Title 5 of the Code of Federal Regulations

- Processing retirement applications according to:

  - The Retirement Processing System (RETM) procedure

  - Department and/or Agency procedures

- Submitting a Standard Form (SF) 2801(CSRS)/SF 3107 (FERS), Application for Immediate Retirement, and an SF 2801-1/SF 3107-1, Certified Summary of Federal Service, when a reemployed annuitant separates from reemployment and is eligible for a supplemental annuity.

- Entering data immediately into RETM and the Web-based Entry, Processing, Inquiry and Correction System (EPIC); EmpowHR; or your Agency's Front-End Systems Interface (FESI) to ensure that the SF 2806/SF 3100, Individual Retirement Record, is submitted timely to OPM and the interim annuity begins as soon as possible.

- Receiving the SF 2803, Application to Make Deposit or Redeposit (CSRS)/SF 3108, Application to Make Service Credit Payment (FERS), from the employee; certifying; and submitting it to OPM.

- Ensuring that creditable service and retirement codes are correct in the system.

- Submitting requests through Special Payroll Processing System (SPPS), for adjustments to retirement, Thrift Savings Plan, and deposits for military and civilian service credit.

The payroll office is responsible for the following:

- Establishing the SF 2806/SF 3100 for employees and maintaining their service history (including post-1956 military deposits) and fiscal data.

- Withholding retirement deductions and matching Agency contributions for transmittal to the Agency responsible for administering retirement system benefits.

- Closing out the SF 2806/SF 3100 for employees who are separated, retired, or deceased, and transmitting their retirement records to the Agency responsible for administering retirement system benefits.

- Transferring to OPM the SF 2806/SF 3100 for employees who transfer to another Agency or Department not payrolled by the Office of the Chief Financial Officer (OCFO)/National Finance Center (NFC) Payroll/Personnel System.

- Processing a separate SF 2806/SF 3100 to OPM to cover post-1956 military service may be released before retirement and at the time of separation, transmitting the deposits with the (1) SF 2803/SF 3108 and (2) OPM 1514, Military Deposit Worksheet.

- Recording current employees' retirement deductions and maintaining the general ledger control accounts and detailed reports. Preparing reconciliations and accounting reports for (1) OPM 1525, Annual Summary, Retirement Fund Transactions, CSRS and (2) OPM 1564, Annual Summary.

Types of Retirement

Employees who meet the age and service requirements are eligible to retire. The various types of retirement are categorized as follows:

Age (Mandatory) - (age requirements, law enforcement officers, and firefighters)

Optional - (including FERS with minimum retirement age (MRA))

Early Optional - (reduction-in-force, reorganization, transfer of function)

Discontinued Service - (involuntary separation)

Disability - (preliminary, final)

Note: For information about a death claim package for survivor benefits, see Special Payroll Processing System Mainframe/Block Mode (SPPS) procedure manual which is available online at the National Finance Center (NFC) Web site. To view and/or print this procedure, select **HR and Payroll Client** from the **My NFC** drop-down menu on the NFC homepage. At the HR and Payroll Client page, click the **Publications** tab in the center ribbon and from there select the Manual Pay Processing publication category to access the SPPS procedure manual.

Retirement Personnel Actions

A retirement action is processed when an employee who has contributed monies to a retirement system is eligible to retire and collect an immediate annuity.

The employee's retirement coverage code is usually initiated and established in the database at the time of hire. An official change action **must** be processed in EPIC Web, EmpowHR, or FESI to change or correct an employee's retirement coverage code. Personnel Offices should also review the employee's official personnel file (OPF) for creditable service in order to determine the proper code before entering the personnel action in EPIC Web, EmpowHR, or FESI.

Note: The change/correction to the retirement coverage code should be processed in EPIC Web, EmpowHR, or FESI as soon as possible if the employee is eligible for retirement, otherwise, the retirement record could be delayed.

When an employee elects to retire, a retirement package must be completed. This package consists of all documentation required by NFC and OPM to process the retirement. All documents must be completed and reviewed for accuracy before submitting to NFC.

The Agency personnel offices **must** enter data into RETM to track the employee's application before sending the retirement package to NFC. For detailed information about RETM, see the Retirement Processing System (RETM) procedure manual located under the Retirement Processing publication category on the Publications page of the NFC Web site.

See *Retirement Processing Transmittal* (on page 14) for detailed information on the types of documents that must be included in the retirement package.

This section includes the following topics:

Processing a Preliminary Disability Retirement

- Enter the preliminary disability retirement personnel action in EPIC Web, EmpowHR, or FESI. Special attention should be given to the entry of the appropriate remarks codes, Federal Employees Health Benefits (FEHB) coverage code, effective date, and the last day in pay status.

- Complete the Effective Date field. Enter the last day of the pay period that the SF 2801/SF 3107 is received in the employee's personnel office.

- Complete the Last Date in Pay Status field. Enter the projected final date that the employee will be in pay status.

- If the employee is currently enrolled in FEHB and will be eligible to continue FEHB coverage, enter **389** (Transfer FEHB Enrollment to OPM) in Remarks Code field.

- For those employees with retirement code **Y** or **Z** who are currently enrolled in FEHB and who will be eligible to continue FEHB coverage, enter **390** (Transfer FEHB to DC Retirement System) in the Remarks Code field.

- If the employee is currently enrolled in FEHB and will not be eligible to continue FEHB coverage, enter **388** (Terminate FEHB Enrollment) in the Remarks Code field.

Note: Whenever Remarks Code **388** is entered, **564** (Terminate FEHB - Not Enrolled Since First Opportunity), **565** (Terminate FEHB - Not Enrolled 5 Years), or **566** (Terminate FEHB - No Survivor Eligible to Continue Health Benefits) must also be entered in Remarks Code field.

- If the employee is currently participating in the Federal Employee's Group Life Insurance Program (FEGLI), enter **567** (Basic Life Insurance: Elected Reduction) and, if applicable, one of the following codes in the Remarks Code field:

Remarks Code	Description
560	Standard Optional Insurance: Declined
561	Family Optional Insurance: Not Eligible to Continue
562	Standard Optional Insurance Eligible to Continue: Coverage Began
568	Additional Optional Insurance: Declined
569	Additional Optional Insurance: Eligible to Continue: Coverage Began Lowest Multiple of Salary During Last 5 Years
570	Additional Optional Insurance: Not Eligible to Continue
571	Family Optional Insurance: Denied
572	Family Optional Insurance: Eligible to Continue: Coverage Began
573	Family Optional Insurance: Not Eligible to Continue

Note: For more remarks codes descriptions, access the Table Management System (TMGT).

- If the employee is in leave-without-pay (LWOP) status, enter Remarks Code **211** on all preliminary disability retirement actions. The entry of Remarks Code **211** results in OPM collection of FEHB premiums from the employee's annuity instead of NFC issuing a bill to the employee.

- Enter data into RETM to track the employee's application before sending the retirement package to NFC. For detailed information on the retirement package, see the RETM procedure.

- If OPM approves the application, OPM will send Form RI 30-27, Allowance Letter, in duplicate, to the Agency personnel office. Upon receipt of this notification, the Agency should take final action to separate the employee in accordance with OPM regulations. Prepare the final disability package, and submit to NFC with the Allowance letter.

Processing a Final Disability, Mandatory, or Immediate Retirement

- Enter the retirement personnel action in EPIC Web, EmpowHR, or FESI. Special attention should be given to the entry of the appropriate remarks codes, FEHB coverage code, and the last day in pay status.

- Complete the last Date in Pay Status field. Enter the projected final date that the employee will be in pay status.

- If the employee is currently enrolled in FEHB and will be eligible to continue FEHB coverage, enter **389** in the Remarks Code field.

- For those employees with retirement coverage code **Y** or **Z** who are currently enrolled in FEHB and who will be eligible to continue FEHB coverage, enter **390** in the Remarks Code field.

- If the employee is currently enrolled in FEHB and will **not** be eligible to continue FEHB coverage, enter **388** in the Remarks Code field.

   Note: Whenever Remarks Code **388** is entered, **564**, **565**, or **566** must also be entered in the Remarks Code field.

- If the employee is currently participating in FEGLI, enter **567** and, if applicable, **560–562** or **568–573** in Remarks Code field.

- Code the Time and Attendance (T&A) Report as final, and transmit the final T&A in the processing pay period.

- If the employee is eligible to receive a final annual leave or compensatory time payment, enter Form AD-581, Lump Sum Leave or Compensatory Time Payments.

- Enter data in RETM to track the employee's application before sending the retirement package to NFC. For detailed information on the retirement package, see the **RETM** procedure.

- If the employee has incurred a debt, enter the indebtedness record in SPPS.

- After the retirement package is processed, the SF 2807/3103, Registration of Separations and Transfers, is submitted to OPM. System-generated letters are sent to the Agency personnel offices and employees as notification that the retirement package was sent to

OPM. To obtain the register number and date of submission of the retirement package to OPM, access RETM.

Post-1956 Military Service Deposit

Current CSRS and FERS Federal employees can make payments toward Post-1956 Military Service deposit for any period of military service performed on or after January 1, 1957. Eligible employees should complete and submit to the Agency the SF 2803/SF 2803A and SF 3108/SF 3108A, showing military service only. The Agency should certify the SF 2803/SF 2803A and SF 3108/SF 3108A and attach the following forms:

- AD-343, Payroll Action Request, with a lump sum check or request for payroll deductions

- RI 20-97, Estimated Earnings During Military Service

- OPM 1514, Military Deposit Worksheet

- DD 214/equivalent, Military Discharge Certificate

Agencies should mail them to NFC at the following address:

Regular Mail
National Finance Center
Military Deposit and Reconciliation Section
P. O. Box 61081
New Orleans, Louisiana 70161

Overnight Mail
National Finance Center
Military Deposit and Reconciliation Section
13800 Old Gentilly Road
New Orleans, Louisiana 70129

Civilian Service Deposit/Redeposit

CSRS Employees

Current CSRS Federal employees can make payments toward civilian service deposit for **(1)** any period of creditable civilian service performed that no retirement deductions were withheld from his/her pay or **(2)** any period of civilian service during which retirement deductions were withheld and refunded.

FERS Employees

Current FERS Federal employees can make payments toward civilian service deposit for **(1)** any period of creditable civilian service performed before 1989 during which no retirement deductions were withheld from his/her pay or **(2)** any period of civilian service during which retirement deductions were withheld from his/her pay and refunded based on an application the employee filed before he/she was covered by FERS.

Eligible CSRS and FERS employees should complete the SF 2803/SF 3108 and forward it to their Agency personnel office. Agencies should certify the form and send it to OPM at the following address:

> Office of Personnel Management
> Retirement and Insurance Group
> Retirement Operations Center
> P. O. Box 45
> Boyers, Pennsylvania 16020

OPM will bill the employee directly.

Retirement Package

The retirement package consists of a Retirement Processing Transmittal (AD-1102) cover sheet and all applicable forms/documents pertaining to the specific type of retirement that is required to process the retirement action, see *Retirement Processing Transmittal* (on page 14). Each retirement package should have all the pertinent information needed to help the payroll office expedite the employee's retirement application.

The Agency personnel office **must** enter the employee's retirement application data into RETM before sending the retirement package to the payroll office.

To ensure privacy of personnel documents, submit the retirement package in an envelope marked in large bold letters with the words **"DELIVER IMMEDIATELY-DO NOT OPEN IN MAILROOM"**. Packages must be received in the Retirement Processing Section by the Friday following the pay period of separation.

Note: To ensure that OPM receives the application within 30 days of separation, Agency personnel offices should not retain an employee's retirement package more than 48 hours after the effective date.

Agencies must submit the following documents **separately** from the retirement package: **(1)** final T&A; **(2)** AD-581, Lump Sum Leave or Compensatory Time Payments; and **(3)** AD-343, Payroll Action Request. Submission of these forms with the retirement package will delay processing the retirement application.

Final T&As and separation actions generate the SF 2806/SF 3100 automatically on a biweekly basis. If a T&A is not being processed for a separated employee who is in an LWOP status, the Agency must use a Master File Change document in either Epic Web, EmpowHR, or FESI, to indicate a separation and the receipt of a final T&A.

Note: Strict compliance with these procedures will enhance the interim and annuity payment procedures.

Submit Retirement Packages to:

> USDA, National Finance Center
> Retirement Processing Section
> P. O. Box 29310
> New Orleans, Louisiana 70189

If Submitting by Express Mail Send to:

> USDA, National Finance Center
> Retirement Processing Section
> 13800 Old Gentilly Road
> New Orleans, Louisiana 70129

This section includes the following topics:

Retirement Processing Transmittal

The following categories list the forms that must be attached to the application for immediate retirement. The forms should be assembled in the retirement package in the order listed. Refer to OPM BAL 12-103 for guidance on submission of complete and accurate retirement packages.

For more information see:

CSRS/FERS Retirement Processing Instructions

National Finance Center
Retirement Processing Section
RETIREMENT PROCESSING TRANSMITTAL

CSRS/FERS Retirement Processing Instructions

Timely submission of retirement documents, along with timely processing of both the Nature of Action (NOA) and Time and Attendance (T&A) data is critical to meeting OPM's 30-day time frame for submission of retirement data.

Recommendations for Expediting Retirement Cases

Please refer to OPM's BAL 12-103 for guidance on submission of complete and accurate retirement packages.

Submit retirement documents (application and associated forms) by the Friday before payroll processes for the pay period in which the employee separates.

Ensure that the retirement application is signed. Copies must be in compliance with OPM's BAL 12-102.

Enter the separation NOA prior to payroll processing for the pay period in which the employee separates.

Flag the T&A as **"FINAL"** prior to payroll processing for the pay period in which the employee separates, **except for Preliminary Disability cases which do not require a Final T&A.**

Note: The separation NOA must be processed **prior** to submission of the Final T&A in order to generate the Individual Retirement Record.

Include documentation of five years of FEHB coverage.

Include documentation of five years of FEGLI coverage.

The SF 2818 revised as of February 2012 must be used. Previous versions are not usable.

Certify the salary on SF-2821 (including locality pay, premium pay, etc.).

Include certification by **2 different** certifying officials on SF--2821 (Block 16A can be left blank for certification at NFC).

Encourage employee to make Post 56 Military Deposit **prior to** the effective retirement date.

Arrange forms in order specified by OPM's BAL 12-103, Attachment C. (See http://www.opm.gov/retire/pubs/bals/bal12.asp).

Attach completed CSRS/FERS Document Transmittal Sheet.

Cover Sheet for Retirement Package

National Finance Center
Retirement Processing Section
RETIREMENT PROCESSING TRANSMITTAL

REGULAR MAIL:
USDA, National Finance Center
Attn: Retirement Processing Section
P.O. Box 29310
New Orleans, LA 70189

OVERNIGHT/EXPRESS:
USDA, National Finance Center
Attn: Retirement Processing Section
13800 Old Gentilly Road
New Orleans, LA 70129

Mark Envelope: *"Deliver Immediately - Do Not Open In Mailroom"*

Retirement Section Toll Free Number: 1-877-207-8137

DATE MAILED	AGENCY	PERSONNEL OFFICE IDENTIFIER
6/7/13		

Check case type below from block 4 and 5 located on OPM's SF-2801/SF-3107 Schedule D form.

CHECK TYPE OF RETIREMENT	APPLICABLE NATURE OF ACTION CODE
☐ Age (Mandatory)	☐ 300
☐ Optional	☐ 302
☐ Early Optional	☐ 303
☐ Discontinued	☐ 304, 312, 356
☐ Disability	☐ 301
☐ Preliminary Disability	☐ 976
☐ **MRA Plus 10** (FERS only)	☐ 302
☐ Death	☐ 350

Please complete and attach the CSRS/FERS Document Transmittal Sheet for each case transmitted.

FORM AD–1102 (Rev. 3/13)

Applicable Forms for Age (Mandatory), Optional, Early Option, and Discontinued Service

National Finance Center
Retirement Processing Section
RETIREMENT PROCESSING TRANSMITTAL

CSRS/FERS DOCUMENT TRANSMITTAL SHEET FOR AGE (MANDATORY), OPTIONAL, EARLY OPTION, AND DISCONTINUED SERVICE

ORDER OF DOCUMENT SUBMISSION TO NFC/OPM

Check appropriate blocks for each form submitted.

☐	Cover sheet notifying OPM of HB changes at retirement
☐	Documents for HB changes at retirement, unprocessed current open season 79-9 & copy of ID cards
☐	Purple checklist (if applicable)
☐	Cover sheet for special retirement type (NGT, Law Enforcement, Fire Fighter, ATC, etc.)
☐	2806, 3100, 2806-1, 3101, computer printout IRR, High 78 – Individual Retirement Record (do NOT punch holes through the data, punch right side)
☐	2806, 3100 -post 56 **military deposit IRR**(only the military deposit **IRR**, not worksheets/application)
☐	2801-1, 3107-1 –Summary of Service
☐	RTR, RTR detail, FAA 3300; certification of service: ATC, LEO/FF, Postal Inspector, CBPO 535; ATC retirement SF 50
☐	2801 Schedule D, 3107 Schedule D – Agency checklist
☐	2809 & 2810, including Employee Express HB printout, Computer printout, HB memo
☐	2821, 56, 2820 – Agency Certification of Life Insurance
☐	2818 – Continuation of LI election
☐	2817, 2822, 53, 55, RI 76-27, FE2004, 176, 176T, SF 50 in lieu of SF 2817 – LI election
☐	2819 – Life Insurance conversion privilege
☐	2823, 54 – FEGLI Designation of Beneficiary
☐	2808, 3102 – Retirement System Designation of Beneficiary
☐	Any other Designation of Beneficiary
☐	2801, 3107 – Application for Retirement (always have this form)
☐	RI 38-124, RI 38-122, RI 38-145 – Voluntary Contributions Election, Alternative Annuity Roll Over Election, NAF Election
☐	2801, 3107 – Schedule ABC
☐	1515 – Military Service Deposit Election
☐	2801-2, 3107-2, 1538, notary form – Survivor Election, Former Spouse Survivor Elect
☐	1555, 3109, 3110 – FERS Election form; Former Spouse's Consent to FERS election
☐	1510 – Agency offer of position
☐	DD-214, Military Discharge paperwork
☐	Waiver of Military Pay
☐	SF 50, PS 50, SF 52 – Notification of Personnel Action
☐	1514, Request for military earnings
☐	2803, 3108 – Deposit Application or Military Deposit Application/worksheets
☐	2802, 3106 – Refund Application
☐	2804 – Voluntary Contributions Application
☐	2805 – Government Debt
☐	All other forms and papers (retirement estimate, marriage certificate, other papers/forms)
☐	FERCCA information – Erroneous Retirement coverage papers
☐	Court Order (divorce decree, etc.)
☐	W-4 – place State on top of Federal
☐	Direct Deposit form or EFT form (remove carbons)

Please include the OPM Authority Number if the case is an Early Optional, NOA 303.

DETAILS

EMPLOYEE NAME:	EFFECTIVE DATE:
PERSONNEL CONTACT:	AGENCY/ POI:	PHONE #:
REMARKS:	

FORM AD--1102 (Rev. 3/13)

Applicable Forms for Preliminary Disability

National Finance Center
Retirement Processing Section
RETIREMENT PROCESSING TRANSMITTAL

**CSRS/FERS DOCUMENT TRANSMITTAL SHEET
FOR PRELIMINARY DISABILITY RETIREMENT**

ORDER OF DOCUMENT SUBMISSION TO NFC

Check appropriate blocks for each form submitted.

☐	SF-2801 (CSRS) SF-3107 (FERS), Application for Immediate Retirement
☐	SF-2801/SF-3107, Schedule A, B, and
☐	SF-2801-1/SF-3107-1, Certified Summary of Federal Service
☐	SF-2801-3/SF-3107-3, Election of Former Spouse Annuity or Combination Current/Former Spouse Annuity
☐	SF-2801-2/SF-3107-2, Spouse's Notification of Survivor Election
☐	SF-3112A, Applicant's Statement of Disability
☐	SF-3112B, Supervisor's Statement of Disability
☐	SF-3112C, Physician's Statement of Disability
☐	Medical Documents
☐	SF-3112D, Agency Certification of Reassignment and Accommodation Efforts
☐	SF-3112E, Disability Retirement Application Checklist
☐	Position Description
☐	OWCP Award Letter (If Applicable)
☐	SF-1199A, Direct Deposit Sign-Up Form **OR** EFT Election Letter
☐	SF-2801 Schedule D, Agency Checklist of Immediate Retirement Procedures

In order to expedite the processing of Preliminary Disability Cases, please input NOA 976 effective the last day of the pay period in which the application and supporting documents are received in your office.

Forward document to NFC only after the NOA 976 applies to the database.

DETAILS

EMPLOYEE NAME

EFFECTIVE DATE | EFFECTIVE PAY PERIOD

PERSONNEL CONTACT | PHONE NUMBER

DATE MAILED | AGENCY NUMBER | POI

REMARKS

FORM AD–1102 (Rev. 3/13)

Applicable Forms for Final Disability

National Finance Center
Retirement Processing Section
RETIREMENT PROCESSING TRANSMITTAL

**CSRS/FERS DOCUMENT TRANSMITTAL SHEET
FOR FINAL DISABILITY RETIREMENT**

ORDER OF DOCUMENT SUBMISSION TO NFC

Check appropriate blocks for each form submitted.

☐	OPM Approval Letter
☐	SF-2809, Health Benefits Registration Form(s)
☐	SF-2810, Notice(s) of Change in Health Benefits Enrollment *SF-2810 transferring enrollment to OPM is no longer required.
☐	SF-2817, Life Insurance Election Form(s)
☐	SF-176T, Life Insurance Election Form(s)
☐	SF-176, Life Insurance Election Form(s)
☐	SF-2818, Continuation of Life Insurance Coverage
☐	SF-2819, Notice of Conversion Privilege (Life Insurance)
☐	SF-2821, Agency Certification of Life Insurance Coverage
☐	SF-2822, Request for Life Insurance
☐	SF-2823, Designation of Beneficiary (Life Insurance)
☐	SF-54, Designation of Beneficiary (Life Insurance)
☐	SF-1199A, Direct Deposit Sign-Up Form OR EFT Election Letter
☐	DD-214, Military Discharge or Equivalent (If Applicable)
☐	Military Pay Waiver Letter (If Applicable)
☐	SF-2803 (CSRS)/SF-3108 (FERS), Application to Make Deposit or Redeposit (If Applicable)
☐	OPM Form 1515, Military Service Deposit Election (If Applicable)
☐	Annuity Estimate
☐	W-4
☐	W-4P
☐	SF-2801, Schedule D, Agency Checklist of Immediate Retirement Procedures

In order to expedite the processing of Final Disability cases, please input NOA 301 effective the last day of the pay period in which the OPM Approval Letter is received in your office.

Forward documents to NFC.

Do not submit final disability documents directly to OPM.

DETAILS

EMPLOYEE NAME

EFFECTIVE DATE	EFFECTIVE PAY PERIOD

PERSONNEL CONTACT	PHONE NUMBER

DATE MAILED	AGENCY NUMBER	POI

REMARKS

FORM AD–1102 (Rev. 3/13)

Note: Federal health and life insurance forms must be submitted with the Final Disability retirement package; otherwise, the retirement processing is delayed because the forms would have to be returned to the Agency.

Check List

To expedite retirement processing, all supporting documentation must accompany the original retirement application. Employees should throughly review and complete the Applicant's Checklist on the reverse of the SF 2801/SF 3107.

Agency personnel offices must thoroughly review and complete SF 2801/SF 3107, Schedule D, Agency Checklist of Immediate Retirement Procedures for all retirement applications. The SF 2824E/SF 3105E, Disability Retirement Application Checklist, must also be reviewed and completed for all preliminary disability cases.

The checklists are included as part of the retirement application to assure employees and personnel offices that all of the necessary documentation is completed and submitted with the retirement package.

Retirement Coverage Codes

Agencies should review an employee's creditable service to determine the proper retirement coverage code. A personnel action should be used to establish this code using EPIC Web, EmpowHR, or FESI systems.

Code	Definition
0	Enhanced CSRS Customs and Border Protection (CBPO)
1	CSRS (Civil Service Retirement System) (7%)
2	FICA (Federal Insurance Contributions Act) Social Security System
3	FS (Foreign Service Retirement and Disability System) (7%)
4	None
5	Other (only programmed for use by DOC, GAO, SI, and CVA)
6	CSRS-(Special) (Civil Service Retirement System-Special) (7 1/2%)
8	CVA Judges Retirement Plan (1%)
9	CVA Judges Retirement Plan (4.5%)
C	Covered by FICA the rate of .8% (or 7% after exceeding the Social Security wage base)
D	CSRS Offset (Congressional) (1.3%)
E	Covered by FICA and CSRS (for law enforcement and firefighter personnel) at the rate of 1.3% (or 7 1/2% after exceeding the Social Security wage base)

G   Covered by FICA and FS at the transitional withholding rate (1.3%)

I   FERS (Congressional) (1.3%)

J   Covered by FICA and by another Federal Government retirement system at the transitional withholding rate (1.3%)

K   FERS and FICA (.8%)

M   FERS and FICA (Special) law enforcement officers and firefighters (1.3%)

N   FERS and FICA Reserve Technicians (.8%)

O   FERS Enhanced CBPO

P   Foreign Service Pension Systems (FSPS) and FICA (1.3%)

Q   Enhanced CSRS Offset CBPO

R   Covered by FICA and by CSRS (7%)

T   Covered by FICA and CSRS at a special deduction rate (7 1/2% for law enforcement and firefighter personnel)

W   Covered by FICA and by FS (7%)

X   Covered by FICA and by another Federal Government retirement system

Y   DC Offset Plan and FICA (.8% - no Agency contribution)

Z   DC Retirement Plan (7% - no Agency contribution- Only Secret Service employees under CSRS are eligible for coverage under this plan)

As of January 1, 2013, there were seven new alphanumeric plan codes added to FERS and FSPS. This was to accommodate the legislatively mandated RAE, as detailed in OPM's Benefits Administration Letter (BAL) 12-104.

The new codes are two-digit position codes. They consist of an established code followed by an **R** to designate RAE. The new Retirement Coverage Codes are:

Code   **Definition**

IR   FERS-RAE (Congressional) (pending OPM approval)

KR   FERS-RAE and FICA

LR   FERS-RAE and FICA Air TC

MR   FERS-RAE and FICA Special

NR   FERS-RAE/FICA Reserve Tech

OR   FERS-RAE and FICA Special (CBPO)

PR   FSPS-RAE and FICA

As of April 2014, seven new alphanumeric plan codes were added to FERS. This is to accommodate the employees and members of Congress who will be covered under FERS as Further Revised Annuity Employees (FRAE) as detailed in OPM BAL 14-102. This was done in accordance with Bipartisan Budget Act of 2013, Section 401.

The new codes are two-position codes. They consist of an established code followed by an **F** to designate **FRAE**. The following new Retirement Coverage Codes are:

Code   **Definition**

IF   FSPS (FRAE) (Congressional)

KF   FERS (FRAE) FICA (Federal Insurance Contribution Act)

LF   FERS (FRAE) ATC (Air Traffic Controllers)

MF   FERS (FRAE) Special

NF   FERS (FRAE) RT (Reserve Technicians)

OF   FERS (FRAE) CBPO (Customs and Border Protection Officers)

PF   FSPS (FRAE)

Data Verification

Verify data using one of the following systems.

Entry, Processing, Inquiry, and Correction System (EPIC)

EmpowHR

Front-End Systems Interface (FESI)

Retirement Processing System (RETM)

After data is entered in RETM, the Agency personnel office can access the RETM Inquiry option to verify that the retirement package was sent to OPM.

Payroll/Personnel Inquiry System (PINQ)

PINQ Programs:

01	SALARY
13	PERSONNEL
22	PAY HIST
32	PAYROLL-LISTINGS
48	PACS LUMP SUM & LIMITATIONS
49	PACS LEAVE
53	PACS HEALTH
54	PACS LIFE INSURANCE
55	PACS RETIREMENT
56	PACS THRIFT SAVINGS

Information/Research Inquiry System (IRIS)

IRIS Programs:

122	SF 50B DATA ELEMENTS
117	RETIREMENT DATA

Special Payroll Processing System (SPPS)

SPPS processes manual transactions that were not processed through the Payroll/Personnel System.

Table Management System (TMGT)

TMGT Table:

083   RETIREMENT DESCRIPTION

Note: For detailed information about system resources , see the specific procedure referenced.

System-generated notifications are sent to retirees, separated employees, and their Agency personnel offices after the separation action is processed and forwarded to OPM. *CSRS Agency-Generated Letter* (on page 25) and *FERS Employee-Generated Letter* (on page 26) are samples of CSRS and FERS notification letters, which provide employee data, register number, specific dates, and the payroll office number.

Form AD-334, Statement of Earnings and Leave, is system generated and distributed to all employees each pay period. Employees should be reminded to review this form. The AD-334 provides an actual break down of biweekly deductions from an employee's gross pay and other pertinent information. This form shows the retirement amount deducted each pay period and the cumulative deductions while the employee is payrolled by the United States Department of Agriculture (USDA) Payroll/Personnel System. The cumulative deductions shown on the earnings statement do not include military deposits or other employment from previous Departments not payrolled by NFC, unless this information was provided upon conversion into the Payroll/Personnel System.

CSRS Agency-Generated Letter

UNITED STATES DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER
P.O. BOX 29310
NEW ORLEANS, LOUISIANA 70129

Date

Agency Contact
Address Line
City, State, Zip

The Individual Retirement Record (IRR) reporting retirement deductions withheld and service history for service with your agency has been forwarded to the United States Office of Personnel Management (OPM) via a Register of Separations. Identifying data from that register is provided below for your information.

EMPLOYEE'S FULL NAME:
EMPLOYEE'S DATE OF BIRTH:
EMPLOYEE'S SOCIAL SECURITY NUMBER:
EMPLOYEE'S SEPARATION DATE:
RETIREMENT SYSTEM (CSRS OR FERS):
REGISTER NUMBER:
REGISTER DATE:
DATE REGISTER MAILED TO OPM:
PAYROLL OFFICE NUMBER:
AGENCY CODE – POI:

OPM's Retirement Information Office may be called from 7:30 am to 5:00 pm (Eastern Time). The commercial telephone number is 202/606-0500. Email inquiries may be addressed to retire@opm.gov. Address written inquiries to:

U.S. Office of Personnel Management
Retirement Operations Center
Post Office Box 45
Boyers, Pennsylvania 16017

FERS Employee-Generated Letter

UNITED STATES DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER
P.O. BOX 29310
NEW ORLEANS, LOUISIANA 70129

Date

Employee Name
Address Line
City, State, Zip

When an employee separates from federal service, an Individual Retirement Record (IRR) reporting service history and retirement deductions withheld is sent to the United States Office of Personnel Management (OPM) via a Register of Separations. Your record has been sent to OPM, and the following identifying data from the Register is provided for your information:

YOUR FULL NAME:
YOUR DATE OF BIRTH:
YOUR SOCIAL SECURITY NUMBER:
YOUR SEPARATION DATE:
RETIREMENT SYSTEM (CSRS OR FERS):
REGISTER NUMBER:
REGISTER DATE:
DATE REGISTER MAILED TO OPM:
PAYROLL OFFICE NUMBER:

OPM's Retirement Information Office may be contacted from 7:30 am to 5:00 pm (Eastern Time). The commercial telephone number is 202/606-0500. Email inquiries may be addressed to retire@opm.gov. Address written inquiries to:

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